

YARRAWONGA MULWALA GOLF CLUB RESORT

Name of Policy: **PROCUREMENT POLICY**

STATEMENT: Yarrowonga Mulwala Golf Club Resort is committed to fair and equitable procurement concerning the procurement of goods and services by YMGCR.

The primary goal of the procurement policy and process is to achieve maximum efficiency and value when securing goods and services for YMGCR.

DEFINITION: Procurement is the set of steps and procedures used to obtain goods or services. Procurement processes are essential as they have a direct impact on profit, spending and saving.

POLICY:

1. The YMGCR procurement process will allow:
 - a. suppliers to be treated equally and fairly;
 - b. confidentiality to be maintained (including contract pricing and any other commercially sensitive information);
 - c. maintenance of the highest standards of professionalism and probity;
 - d. that suppliers will be dealt with in an honest and impartial manner, and in such a way as to remove any conflict of interest;
 - e. that suppliers and tenderers will always be provided with the same information and equal opportunity;
 - f. that Directors, Senior Management, Volunteers and Employees will not seek or receive gain
 - g. that all decisions are accountable and feedback is provided where necessary and;
 - h. that as soon as a procurement related conflict of interest (or potential conflict of interest), for a Board, Staff or Club member becomes known, the CEO or a member of the Board of YMGCR must be immediately informed, orally or in writing.
2. The procurement processes can make adjustments and changes necessary for success in achieving objectives.

The Finance Committee will monitor compliance with this Policy.

PROCEDURE:

1. Contracts/agreements for 12 months or less involving the purchase of operating supplies or services, where an option to cancel exists within the first 3 months, can be authorized by the CEO. Such contracts do not need Board approval.

- 2. All major contracts/agreements (orally or in writing) which commit YMGCR to liabilities in excess of \$50,000 per year, and/or involve a period of greater than one calendar year, must be approved by the Board.
- 3. To comply with 3.2 above all submissions to the Board for approval must be in writing and must include:
 - a. background information (request for proposal);
 - b. process used to source suppliers;
 - c. criteria applied, and evaluation methodology used to arrive at recommended supplier;
 - d. costs, in sufficient detail according to the nature of the contract; and
 - e. Contract details, especially including the consequences of non-completion by the supplier.
- 4. To facilitate effective management of risk where procurement is concerned, all current Board members, CEO and senior Management of YMGCR must familiarise themselves with this document and related documents and policies.

RELATED LEGISLATION;

N/A

RELATED DOCUMENTS:

- Board Charter of YMGCR*
- NSW Clubs Code of Best Practice & Best Practice Guidelines*

RELATED POLICIES:

- Fraud Policy*
- Gifts & Inducements Policy*

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